

NOTICE TO INTERESTED PARTIES

This solicitation is provided to you for information purposes. If interested in responding to this solicitation, you may choose to submit your offer on the downloaded document **provided** you register your company by fax or e-mail for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer will be automatically rejected and not considered for award.

Registration or Request for Copy of Solicitation

Submit FAX or E-MAIL to:

FAX No.:

(808) 586-0570

E-mail Address

robert.zamarron @hawaii.gov

Provide the following information:

- Name of Company
- Telephone Number
- Solicitation Number
- Mailing Address
- Facsimile Number
- FedEx (or equivalent) account number (document will be sent by U.S. Postal Service first class mail if this is not provided)
- Name of Contact Person
- E-Mail Address

STATE PROCUREMENT OFFICE

LEGAL AD DATE: September 10, 2004

REQUEST FOR PROPOSALS

No. RFP-05-014-SW

SEALED OFFERS

FOR

**SERVICES TO DEVELOP, IMPLEMENT AND EVALUATE THE
IMMUNIZATION PUBLIC EDUCATION CAMPAIGNS**

FOR

**DEPARTMENT OF HEALTH
DISEASE OUTBREAK CONTROL DIVISION
HAWAII IMMUNIZATION BRANCH**

WILL BE RECEIVED UP TO 2:00 P.M. (HST) ON

NOVEMBER 8, 2004

IN THE STATE PROCUREMENT OFFICE, KALANIMOKU BUILDING, 1151 PUNCHBOWL STREET, ROOM 416, HONOLULU, HAWAII 96813. DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO MRS. DONN TSURUDA-KASHIWABARA, TELEPHONE (808) 586-0565, FACSIMILE (808) 586-0570 OR E-MAIL AT donna.tsuruda-kashiwabara@hawaii.gov.

RUTH E. YAMAGUCHI
Procurement Officer

RFP-05-014-SW

Name of Company

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SECTION ONE

INTRODUCTION AND KEY DATES

1.01 TERMS AND ACRONYMS USED HEREIN

CPO	=	Chief Procurement Officer
Procurement Officer	=	The contracting officer for the State Procurement Office.
CA	=	The Contract Administrator identified in Section 5.06, Special Provisions, of this RFP.
State	=	State of Hawaii
SPO	=	State Procurement Office of the State of Hawaii, located at 1151 Punchbowl Street, Room, 416, Honolulu, Hawaii 96813; P. O. Box 119, Honolulu, Hawaii 96810-0119.
Bidder or Offeror	=	Any individual, partnership, firm, corporation, joint venture, or other entity submitting directly or through a duly authorized representative or agent, a bid for the good, service, or construction contemplated.
BAFO	=	Best and Final Offer
HRS	=	Hawaii Revised Statutes
HAR	=	Hawaii Administrative Rules
GTC	=	General Terms and Conditions dated September 1, 1995 and issued by the SPO.
RFP	=	Request for Proposals
GET	=	General Excise Tax

1.02 INTRODUCTION AND BACKGROUND

The State of Hawaii, Department of Health (DOH), Immunization Branch (IB) promotes childhood, adolescent and adult immunization through Hawaii's healthcare providers, schools and community health agencies. These public health preventive efforts reduce the incidence of diseases such as diphtheria; Haemophilus influenzae Type b (Hib); hepatitis B; influenza; measles; mumps; pertussis; polio; pneumococcal pneumonia; rubella; tetanus; and varicella (chickenpox).

The Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP) establishes national recommendations for childhood and adult immunizations. Immunizations are scheduled from birth and at defined intervals through adult years. In keeping with current national standards, school entry requirements ensure that Hawaii's school age population is protected against vaccine-preventable diseases.

Hawaii's Administrative Rules, Title 11, Chapter 157 require specific vaccinations for entry into preschool, kindergarten, 7th grade and post-secondary schools.

Under-immunization is associated with children not meeting scheduled intervals for immunizations, limited or no access to healthcare; lack of resources for immunization; missed opportunities; lack of reminder/recall systems in provider offices; disruptions in vaccine delivery; and limited awareness of immunization and its importance in preventing disease.

IB receives federal and limited state funding, in order to provide vaccine to eligible groups so that out-of-pocket patient expense is minimized. To ensure vaccines are available to all children, the Vaccines for Children (VFC) program provides federally purchased vaccines free of charge to all eligible children from birth through eighteen years old. Private health care providers on all islands can enroll in the VFC program through the IB. The Department of Health also provides certain vaccines at no cost to physicians, hospitals, and clinics in Hawaii through the Teen Vax Project. These vaccines are available to Hawaii's children 6 through 18 years of age regardless of insurance status.

1.03 CONTRACT TERM

The term of the contract will be one (1) year with an option to extend, if mutually agreeable, by up to four (4) additional twelve-month periods based upon satisfactory performance and availability of federal funds.

1.04 SIGNIFICANT DATES

The schedule of key dates is as follows:

Advertisement of RFP	September 10, 2004
Pre-proposal Conference	September 15, 2004 (HST)
Deadline to submit written questions	September 28, 2004
State response to written questions	October 6, 2004
Proposals due and opened	November 8, 2004 (HST)
Proposal Evaluations and discussion with Priority-Listed Offerors	November 9-16, 2004
Best & Final Offers due, if any	November 19, 2004
Issuance of Notice of Award	December 1, 2004
Contract Start Date	December 15, 2004

If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will likely be shifted by the same number of days.

1.05 OFFICIAL CONTACT PERSON

The official contact person for all communication regarding this RFP is:

Donn Tsuruda-Kashiwabara, C.P.M.
State Procurement Office
1151 Punchbowl Street, Room 416
Honolulu, HI 96816
Telephone: (808) 586-0565
Fax: (808) 586-0570
e-mail address: donna.tsuruda-kashiwabara@hawaii.gov

SECTION TWO

SCOPE OF WORK

A. OBJECTIVES AND GOALS

2.01 GENERAL

IB's purpose is to enter into a contract with a qualified organization to design, develop, furnish and implement a minimum of four public education campaigns to effectively communicate the importance of timely vaccinations in the prevention of disease in infants, children, adolescents and adults and to fulfill school health requirements.

2.02 DESCRIPTION OF THE GOALS OF THE SERVICE

The scope of work encompasses the following tasks and responsibilities:

a. DEVELOPMENT OF PUBLIC EDUCATION CAMPAIGNS

- Develop a comprehensive, multi-disciplinary, culturally appropriate, public education program that focuses on getting immunized for identified vaccine preventable diseases.
- Target barriers and/or existing challenges to early childhood, school entry, and adult immunizations.
- Explore activities for implementing an awareness and educational program and indicate how the approach to the problem will meet the IB's overall goal.
- Discuss rationale for the proposed campaign in relation to achieving the objectives.
- Work closely with IB staff to implement a media plan in conjunction with the Governor's Communication Office, subject to budget execution policy.
- Utilize appropriate existing data resources and/or develop data sources as appropriate to provide rationale for proposed activities.
- Analyze other program activities for effectiveness based on sound data collection and analysis practices.

b. IMPLEMENTATION COMPONENT

- Coordinate and implement the public education activities statewide.
- Work with the IB staff to develop appropriate and timely approaches.
- Ensure information is approved by the IB.
- Consult with and provide expertise to DOH regarding media buys, prior to purchase.
- Negotiate added value, with regards to broadcast media, including, but not limited to, interviews, editorials and other print media, website banners, TV bill boards, in support of the media buy.

c. EVALUATION COMPONENT

- Analyze all broadcast media for effectiveness.
- Appoint a Project Manager who has authority to be a single point of contact for this project.

2.03 DESCRIPTION OF THE TARGET POPULATION TO BE SERVED

All age groups.

2.04 GEOGRAPHIC COVERAGE OF SERVICE

Statewide.

2.05 PROBABLE FUNDING AMOUNTS, SOURCE, AND PERIOD OF AVAILABILITY

National Immunization Program (NIP) funds allocated for the Immunization Public Education Campaign each year are as follows:

FY 2005	up to \$300,000
FY 2006	up to \$300,000
FY 2007	up to \$300,000
FY 2008	up to \$300,000
FY 2009	up to \$300,000

Media purchases for each of the contract years shall be up to \$100,000 separate from the above services and subject to availability of funding.

These federal funds are subject to availability and the budget policies and guidelines.

Media purchases will be negotiated and procured by the Governor's Communication Office and the IB.

B. PRODUCTS TO BE DELIVERED AND CONTRACTOR'S RESPONSIBILITIES

2.06 GENERAL

Offeror shall include a work plan and timeline for the proposed deliverables to be completed and provided to the IB. Implementation of the work plan shall be completed in collaboration with the IB, to include developing the educational activities and materials.

2.07 DEVELOPMENT OF PUBLIC EDUCATION CAMPAIGNS

A work plan that reflects venues and opportunities to conduct public education and awareness activities statewide.

Campaign Focus Areas:

School Age. *Vax To School.*

- Statewide
- Target Audiences: 6th graders and parents/guardians of 6th graders/students entering 7th grade

Hepatitis B. *yet to be named*

- Statewide
- Target Audiences: Groups recommended for pre-exposure vaccination by the Advisory Committee on Immunization Practices (ACIP)

At-Risk Flu. *Fight the Flu.*

- Statewide
- Target Audiences: Groups recommended for vaccination by the ACIP.
Infant (0-2 years). *Protect Hawaii's Keiki.*
- Target Audiences: Selected geographic locations based on data to be provided by the IB.

The work plan should also include:

- Partnerships with other health professionals, in accordance with the IB promotional plans.
- Alternatives and incentives that address barriers to promote participation of the targeted groups in the education/awareness activities.

2.08 IMPLEMENTATION COMPONENT

- Coordination, facilitation and implementation of all public education and awareness activities.
- Dissemination of informational materials to targeted groups.

2.09 EVALUATION COMPONENT

- Process evaluation.
- Evaluation of the overall education and awareness activities.

2.10 MANAGEMENT REQUIREMENTS (MINIMUM AND/OR MANDATORY REQUIREMENTS)

a. Personnel

1. The personnel assigned to the project by the Contractor and subcontractor(s), if any, should not be employees of or individuals that have any other direct contractual relationships with the Hawaii Immunization Branch.
2. The Contractor and its subcontractor(s), if any, will staff the project with a Project Coordinator who will be the "contact person," authorized to interact with the State and ensure that the project schedules and deliverables are being met. The Project Coordinator should have a minimum of five (5) years experience in running a multi-disciplinary, multi-level, professional education campaign.
3. The Contractor shall receive prior written approval from the Branch Chief to subcontract any portion of this project and will be liable for any costs or errors incurred by the subcontractor(s).

b. Reporting Requirements for Program and Fiscal Data

1. Provide a written electronic quarterly progress report at dates to be determined. The report is to summarize immunization education activities

in the prior quarter and provide measured levels of public awareness of targeted public education campaigns.

SECTION 3

PROPOSAL FORMAT AND CONTENT

3.01 GENERAL INSTRUCTIONS

The proposal should:

- a. Include a transmittal letter to confirm that the Offeror shall comply with the requirements, provisions, terms and conditions specified in this RFP.
- b. Include signed Offer Form OF-1 with the complete name and address of Offeror's firm and the name, mailing address, and telephone and fax number(s) of the person the State should contact regarding Offeror's proposal.
- c. Be organized into sections following the exact format using all titles, subtitles, and numbering, with tabs separating each section as described in Exhibit A.
- d. RFP identification information on the top right hand corner of each page should be retained.
- e. Page numbering of the Proposal should be consecutive, beginning with page one and continuing through the complete proposal.
- f. Proposals may be submitted in a three ring binder (Optional).
- g. A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.
- h. Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.

3.02 BACKGROUND AND SUMMARY

The Offeror should concisely summarize the contents of the proposal so that the State is provided with an understanding of the entire proposal. The Offeror should provide a comprehensive description of its ability to meet the RFP requirements and staffing requirements necessary for this statewide educational campaign, including the number and location of employees and/or subcontractors and resources that will be committed to this project.

The Offeror should include the title for the proposed project, name and business address of the individual or organization(s) that will perform the work, street address, mailing address, telephone number(s), facsimile number, and email address. The Offeror should also provide resumes for all key personnel associated with the proposal. For each person on the list, the Offeror should provide the job title and years of employment, the role in this contract, educational background and relevant experience, relevant awards, certificates and other achievements.

3.03 EXPERIENCE AND CAPABILITY

a. Skills and Experience

The Offeror should demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The Offeror should also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

b. Quality Assurance and Evaluation

The Offeror should describe its quality assurance and evaluation plans for the proposed services, including methodology.

c. Coordination of Services

The Offeror should demonstrate the capability to coordinate services with other agencies and resources in the community.

d. References and Previous Projects

Offeror should include a list of references from the Offeror's client listing that may be contacted by the State as to the Offeror's past and current job performance. Offeror shall provide names, titles, organizations, telephone and fax numbers, and addresses.

Evidence in the form of a minimum of three (3) sworn affidavits from businesses not owned, operated, controlled or affiliated with the Offeror, which attests to the Offeror's good business practices in its operation and relations with employees, suppliers, and customers shall be provided.

Offeror should provide a description of any previous projects comparable to this project.

3.04 PERSONNEL: PROJECT ORGANIZATION AND STAFFING

a. Proposed Staffing

Offeror should describe the proposed staffing pattern; client/staff ratio and proposed caseload capacity appropriate in order to establish that sufficient staff will be available for this project.

b. Staff Qualifications

The Offeror should provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to Management Requirements 2.10.)

c. Supervision and Training

The applicant should describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

d. Organization Chart

The Offeror should reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency.) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal. Descriptions of both organizational charts shall also be included in the proposal.

3.05 SERVICE DELIVERY

The Service Delivery Section should include a detailed discussion of the Offeror's approach to applicable service activities and management requirements, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

3.06 FINANCIAL

a. Pricing Structure

Applicants should submit a detailed budget showing a breakdown of dollar allotments for each of the required campaigns. The cost proposal shall be attached to the Proposal. The pricing structure shall be fixed price.

Budget form(s) shall be submitted with the Proposal. See Exhibit B for sample budget form.

3.07 OTHER

a. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

SECTION FOUR

EVALUATION CRITERIA

4.01 INTRODUCTION

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The Evaluation Committee will evaluate each proposal in accordance with the criteria set forth below. The evaluation criteria and corresponding points are listed below. Primary Award will be made to the responsive, responsible Offeror whose proposal is determined to be the most advantageous to the State of Hawai'i based on the evaluation criteria listed in this section.

4.02 EVALUATION PROCESS

The evaluation will be conducted as follows:

- Evaluation of Proposal Requirements
- Evaluation of POS Proposal Application
- Recommendation of Award

A. Evaluation Categories and Threshold

Evaluation Categories

Possible Points

Proposal

Experience and Qualifications
Proposed Approach
Evaluation Process
Cost Proposal

20 points
40 points
20 points
20 points

TOTAL POSSIBLE POINTS

100 Points

4.03 EVALUATION CRITERIA

A. Proposal

- Form OF-1, Attachment 1
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Evaluation Proposal (100 Points)

1. Experience and Qualifications (20 Points)

The Offeror has demonstrated and described the following:

- Knowledge, skills, and abilities related to the delivery of the proposed service activities and expertise and relevant experience.
- Staffing capacity and capability, commitment to develop, implement, coordinate, and evaluate the scope of work, and to coordinate with other agencies and community resources.

2. Proposed Approach (40 Points)

The Offeror has demonstrated and described the following:

- An understanding of the purpose, scope, goals, objectives of the public education campaign(s). A thorough description of how the organization and the proposed activities will assist in achieving the goals of the public education campaign(s) within the term of the contract period.
- The extent to which the proposed educational/awareness activities incorporate or demonstrate practice-based on sound theoretical approach in the design and implementation of the campaign components. A thorough description of activities and collateral materials, including incentives, for targeted individuals.
- A thorough description of proposed service activities demonstrating cultural and age factors targeting parents, caregivers, individuals receiving vaccinations, support services personnel, and other related professions as appropriate to a proposed campaign. A description of activities to implement a statewide campaign(s), including the mechanisms to identify and address existing barriers.
- An overall plan to govern how the campaign will be managed and implemented. The overall project work plan and timeline describes the essential tasks of the proposed project components and identifies the responsible person(s) and the logical sequence of events to implement the project.

3. Evaluation Process (20 Points)

The applicant will describe and demonstrate the following:

- Sufficient quality assurance and evaluation methodology for the proposed campaign(s).
- Proposed measures or instruments for measuring outcomes.

4. Cost Proposal (20 Points)

The applicant will describe and demonstrate the following:

- The degree to which the cost proposal and budget expenditure plan demonstrates support for the proposed work plan and requirements of the RFP.
- The degree of competitiveness, reasonableness, and appropriateness of the cost proposal to reflect as it seeks to meet the requirements of the RFP and the goals and objectives of the IB public education campaign(s).

- In converting price to points, the lowest priced proposal will automatically receive the maximum number of points allocated to cost, 20 points. The point allocations for cost on the other proposals will be determined through the formula set out as follows:

$$\frac{\text{[Lowest Price x 20 points (maximum)]}}{\text{[Offeror's Proposal]}} = \text{Points}$$

SECTION FIVE

SPECIAL PROVISIONS

5.01 SCOPE

Services to develop, implement and evaluate the immunization public education campaigns for the Department of Health, Disease Outbreak Control Division, Hawaii Immunization Branch shall be in accordance with this RFP, including these Special Provisions, the attached Specifications, the Scope of Work specified herein, and the GTC, included by reference and available at the SPO, the Department of Accounting and General Services District Offices on Hawaii, Maui and Kauai, and on the SPO website: <http://www2.state.hi.us/bidfiles/spogtgs.pdf>.

5.02 RESPONSIBILITY OF OFFERORS

Offeror is advised that if awarded a contract under this solicitation, Offeror shall, furnish proof of compliance with the requirements of §3-122-112, HAR:

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, workers' compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. One of the following:
 - a. Be registered and incorporated or organized under the laws of the State (hereinafter referred to as a "Hawaii business"); **or**
 - b. Be registered to do business in the State (hereinafter referred to as a "compliant non-Hawaii business").

Refer to the Proposal Preparation, Responsibility of Offeror provision herein for instructions on furnishing the documents that are acceptable to the State as proof of compliance with the above-mentioned requirements.

5.03 PERMITS, CERTIFICATES, AND LICENSES

The Contractor shall obtain and pay for all permits, certificates, and licenses required and necessary for the performance of the work specified herein, shall post all notices required by law, and shall comply with all laws, ordinances, and regulations bearing on the conduct of the work specified.

The Contractor shall comply with all business registration requirements prior to commencing work under this contract. Failure to comply with the requirements of this paragraph may be grounds for a proposal to be rejected or the contract to be terminated.

5.04 OFFEROR QUALIFICATIONS

Offeror should meet all of the qualifications required by this RFP. If Offeror fails to meet the qualifications, the State may not consider Offeror's proposal for award.

The Offeror may utilize and be responsible for a sub-contractor(s) for any portion of the contract with prior written approval from the Contract Administrator. Contractor shall be liable for any costs or errors incurred by the subcontractor(s).

5.05 TERM OF CONTRACT

Successful Offeror shall be required to enter into a formal written contract to commence work on this project.

The initial term of the contract shall be for a one (1) year period starting on the official commencement date of the Notice to Proceed. The contract may be extended for up to four (4) additional twelve-month periods or any portion thereof, if mutually agreed upon in writing prior to contract expiration. The Contractor or State may terminate the extended contract period at any time upon 60-calendar days prior written notice.

5.06 FEDERAL FUNDS AS RECEIVED (100%)

It is understood and agreed to by all bidders that the contract resulting from this IFB/RFP shall be construed to be an agreement to pay the obligation under the contract only out of federal funds to be received from the federal government when the federal funds are so received and shall not be construed as a general agreement to pay such obligation at all events out of any funds other than those which are received from the federal government.

5.07 CONTRACT ADMINISTRATOR

For purposes of this contract, Ms. Malama Ralene Markowitz, Chief, Immunization Branch, telephone (808) 586-8321, or her authorized representative, is designated the Contract Administrator.

5.08 OVERVIEW OF THE RFP PROCESS

- a. The RFP is issued pursuant to Subchapter 6 of Chapter 3-122, HAR, implementing Section 103D-303, HRS.
- b. The procurement process begins with the issuance of the RFP by SPO and the formal response to any written questions or inquiries regarding the RFP. Changes to the RFP will be made only by Addendum.
- c. Proposals shall not be opened publicly, but shall be opened in the presence of two (2) or more procurement officials. The register of proposals and Offerors' proposals shall be open to public inspection after posting of the award.

All proposals and other material submitted by Offerors become the property of the State and may be returned only at the State's option.

- d. The Procurement Officer, or an evaluation committee selected by the Procurement Officer, shall evaluate the proposals in accordance with the evaluation criteria in Section 5. The proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable.
- e. Proposals may be accepted on evaluation without discussion. However, if deemed necessary, prior to entering into discussions, a "priority list" of responsible Offerors submitting acceptable and potentially acceptable proposals shall be generated. The priority list may be limited to a minimum of three responsible Offerors who submitted the highest-ranked proposals. The objective of these discussions is to clarify issues regarding the Offeror's proposal before the BAFO is tendered.

- f. If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate such clarification or change. Addenda to the RFP shall be distributed only to priority listed Offerors who submit acceptable or potentially acceptable proposals.
- g. Following any discussions, Priority Listed Offerors will be invited to submit their BAFO, if required. The Procurement Officer or an evaluation committee reserves the right to have additional rounds of discussions with the top three (3) Priority Listed Offerors prior to the submission of the BAFO, should that prove necessary.
- h. The date and time for Offerors to submit their BAFO, if any, is indicated in Section 1.05, Significant Dates. If Offeror does not submit a notice of withdrawal or a BAFO, the Offeror's immediate previous offer shall be construed as their BAFO.
- i. After receipt and evaluation of the BAFOs in accordance with the evaluation criteria in Section 6, the Procurement Officer or an evaluation committee will make its recommendation. The Procurement Officer will award the contract to the Offeror whose proposal is determined to be the most advantageous to the State taking into consideration price and the evaluation factors set forth in Section 6.
- j. The contents of any proposal shall not be disclosed during the review, evaluation, discussion, or negotiation process. Once award notice is posted, all proposals, successful and unsuccessful, become available for public inspection. Those sections that the Offeror and the State agree are confidential and/or proprietary should be identified by the Offerors and shall be excluded from access.
- k. The Procurement Officer or an evaluation committee reserves the right to determine what is in the best interests of the State for purposes of reviewing and evaluating proposals submitted in response to the RFP. The Procurement Officer or an evaluation committee will conduct a comprehensive, fair and impartial evaluation of proposals received in response to the RFP.
- l. The RFP, any addenda issued, and the successful Offeror's proposal shall become a part of the contract. All proposals shall become the property of the State of Hawaii.

5.09 SUBMISSION OF PROPOSAL AND PRE-PROPOSAL CONFERENCE

Pre-proposal Conference and Addenda

A Pre-proposal conference will be held at the Hawaii State Department of Health, 1250 Punchbowl Street, 1st floor Board Room, on Wednesday, September 15, 2004, from 10:00-12:00 noon HST. Attendance for the pre-proposal conference is not mandatory.

Offerors are advised that anything discussed at the pre-proposal conference does not change any part of this solicitation. All changes and/or clarifications to this solicitation shall be done in the form of written addenda.

Potential offerors are advised to contact the State Procurement Office to insure that offeror's name, address, telephone and facsimile number(s) are on record for addenda distribution. The State shall not be responsible for distribution of addenda to those potential offerors who have not provided this information to the SPO.

Submission of Proposal

Submission of a proposal shall constitute an incontrovertible representation by the Offeror of understanding, acceptance, and compliance with every requirement of this RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

Before submitting a proposal, each Offeror must:

- a. Examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments and any other relevant documentation.
- b. Become familiar with State, local, and federal laws, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work specified herein.

5.10 PROPOSAL PREPARATION

- a. **OFFER FORM, page OF-1.** See Attachment 1. Proposals shall be submitted using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate spaces on Offer Form page OF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the first page of the Offer Form shall be an original signature in ink. If unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Offeror's intent to be bound.

Hawaii business. A business entity referred to as a "Hawaii business", is registered and incorporated or organized under the laws of the State of Hawaii.

Compliant non-Hawaii business. A business entity referred to as a "compliant non-Hawaii business," is not incorporated or organized under the laws of the State of Hawaii but is registered to do business in the State.

- b. **Offer Guaranty.** An offer guaranty is NOT required for this RFP.
- c. **Tax Liability.** Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they are liable for the Hawaii GET at the current 4% rate. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

- d. **Original Proposal and Copies to be Submitted.** Offeror shall submit one (1) original proposal marked "ORIGINAL" and **nine (9) copies** of the original marked "COPY". It is imperative to note that the Offeror submit only one original and the required number of copies. DO NOT SUBMIT MORE THAN ONE ORIGINAL.

Offeror is encouraged to submit typewritten offers. If handwritten, it should be clearly printed. Offeror is cautioned that illegible offers of any item(s) may be automatically rejected to avoid any errors in interpretation by the reviewers during the evaluation process.

- e. Costs for developing the Proposal are solely the responsibility of the Offeror, whether or not any award results from this solicitation. The State of Hawaii will not reimburse such costs.
- f. All proposals become the property of the State of Hawaii.
- g. Copies of documents transmitted by Offerors via facsimile machines shall be limited to the modifications or withdrawal of an offer pursuant to sections 3-122-108 and 3-122-28, HAR, respectively.
- h. **Responsibility of Offeror.** Reference §3-122-112, HAR. Prior to award, the Offeror shall produce documents to the procurement officer to demonstrate compliance with this section.

HRS Chapter 237 tax clearance requirement for award. Instructions are as follows:

Pursuant to §103D-328, HRS, lowest responsive offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the SPO.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX *TAX CLEARANCE APPLICATION* Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information): <http://www.state.hi.us/tax/alphalist.html#a>
DOTAX Forms by Fax/Mail: (808) 587-7572
1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX: (808) 587-1488
IRS: (808) 539-1573

The application for the clearance is the responsibility of the Offeror, and must be submitted directly to the DOTAX or IRS and not to the SPO. However, the tax clearance certificate shall be submitted to the SPO.

HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award. Instructions are as follows:

Pursuant to §103D-310(c), HRS, the lowest responsive offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the SPO. A photocopy of the certificate is acceptable to the SPO.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR *APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR*, Form LIR#27 which is available at www.dlir.state.hi.us (at the menu click on **Employer Forms, LIR#27**), or at the neighbor island DLIR District Offices. The DLIR will return the form to the Offeror who in turn shall submit it to the SPO.

The application for the certificate is the responsibility of the offeror, and must be submitted directly to the DLIR and not to the SPO. However, the certificate shall be submitted to the SPO.

Compliance with Section 103D-310(c)(1) and (2), HRS. Pursuant to section 3-122-112, HAR, the lowest responsive offeror shall be required to submit a *CERTIFICATE OF GOOD STANDING* (Certificate) issued by the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (BREG). The Certificate is valid for six months from date of issue and must be valid on the date it is received by the SPO. A photocopy of the certificate is acceptable to the SPO.

To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate.

On-line business registration and the Certificate are available at www.BusinessRegistrations.com. To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

Timely Submission of all Certificates. The above certificates should be applied for and submitted to the SPO as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

Final Payment Requirements. Contractor is required to submit a tax clearance certificate for withholding of final commissions due the Contractor. A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract.

In addition to the tax clearance certificate, an original "Certification of Compliance for Final Payment" (SPO Form-22), attached, will be required for final payment. A copy of the Form is also available at www.spo.hawaii.gov. Select "Forms for Vendors/Contractors" from the Hawaii Public Procurement Code, Chapter 103D, HRS, menu.

5.11 METHOD OF AWARD

Award, if made, shall be to the responsible Offeror whose proposal is determined to be responsive and the most advantageous to the State taking into consideration the evaluation factors set forth in this RFP.

5.12 SUBMISSION OF PROPOSAL

Offers shall be received at the SPO, 1151 Punchbowl Street, Kalanimoku Building, Room 416, Honolulu, Hawaii 96813, no later than the date and time stated in Section 1.05, Significant Dates, as amended. Timely receipt of offers shall be evidenced by the date and time registered by the SPO time stamp clock. Offers received after the deadline shall be returned unopened.

If the Offeror chooses to deliver its offer by United States Postal Service (USPS), please be aware that the USPS does not deliver directly to Room 416, but to a central DAGS mailroom. This may cause a delay in receipt by the SPO and the offer may reach the SPO after the deadline, resulting in automatic rejection.

5.13 PRICING

Pricing structure will be fixed price. The Offeror shall include a Budget Expenditure Plan, which shall be in accordance with the proposed work plan and timeline of scheduled activities proposed. The Offeror's cost proposal shall include a narrative budget justification, which describes how the costs are derived.

5.14 ECONOMY OF PRESENTATION

Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate to the purpose. Emphasis shall be on completeness and clarity of content. If any additional information is required by the State regarding any aspect of the Offeror's proposal, it shall be provided within two (2) business days of the State's request.

5.15 ORAL PRESENTATION

Respondents to this RFP may be required to make an oral presentation of their proposal to ensure thorough, mutual understanding. The State will schedule the time and location for these presentations (if deemed necessary by the State), normally within one week following the Proposals Due date.

5.16 CONFIDENTIAL INFORMATION

If a person believes that any portion of a proposal, offer, specification, protest, or correspondence contains information that should be withheld as confidential, then the Procurement Officer named on the cover of this RFP should be so advised in writing and provided with justification to support confidentiality claim. Price is not considered confidential and will not be withheld.

An Offeror shall request in writing nondisclosure of designated trade secrets or other proprietary data considered confidential. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the nonconfidential portion of the proposal.

Pursuant to Section 3-122-58, HAR, the head of the purchasing agency or designee shall consult with the Attorney General and make a written determination in accordance with Chapter 92F, HRS. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the person appeals the denial to the Office of Information Practices in accordance with Section 92F-42(12), HRS.

5.17 REQUIRED REVIEW

Offeror shall carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter must be **made in writing and should be received by the SPO prior to the deadline for written questions as stated in the Significant Dates, page 2.** This will allow issuance of any necessary corrections to the RFP. It will also help prevent the opening of a possibly defective solicitation and unnecessary exposure of Offeror's proposal when award could not be made.

5.18 QUESTIONS PRIOR TO OPENING OF PROPOSALS

All questions must be submitted in writing and directed to the SPO. The State will respond to written questions by the date indicated in Section 1.04, Significant Dates, or as amended.

5.19 CANCELLATION OF RFP AND PROPOSAL REJECTION

The State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part when it is determined to be in the best interest of the State, pursuant to Section 3-122-96 through 3-122-97, HAR.

The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Offeror in the event this RFP is cancelled or a proposal is rejected.

5.20 OFFER ACCEPTANCE PERIOD

The State's acceptance of offer, if any, will be made within sixty (60) calendar days after the opening of proposals. Prices quoted by the Offeror shall remain firm for the sixty (60) day period as provided in Section 3.2 of the GTC, incorporated herein by reference.

5.21 PROPOSAL AS A PART OF THE CONTRACT

This RFP and all or part of the successful proposal may be incorporated into the contract.

5.22 LIABILITY INSURANCE

Liability insurance coverage is waived for the Contractor and Subcontractors for this contract.

5.23 CONTRACT EXECUTION AND TERM OF CONTRACT

No performance or payment bond shall be required for this contract.

For awards totaling \$25,000 or more, the State shall forward to the successful Offeror a formal contract to be signed by the Contractor and returned within ten (10) days in accordance with Section 3.3 of the GTC. No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed issued by the State upon execution of the contract by both parties. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official commencement date.

For awards totaling less than \$25,000, the State reserves the option of issuing a Purchase Order in place of a formal contract. The issuance of a purchase order does not waive compliance with the Specifications, Special Provisions and GTC incorporated in the solicitation. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profit, or any damages whatsoever incurred by your company prior to receipt of the purchase order.

If the State, solely at its option, wishes to extend the term of this contract for an additional twelve-month period or portion thereof, and the contractor agrees, the Contractor shall be required to execute a supplement to the contract for the additional extension period.

5.24 PAYMENT/COMMISSIONS

Contract shall be performance based on tasks completed each month. Contractor shall submit an original invoice and two (2) copies of all receipts to:

Hawaii State Department of Health
Immunization Branch
Attn: Branch Chief
1250 Punchbowl Street, 4th floor
Honolulu, HI 96813

The tax clearance submitted with the contractor's invoice for final requires both DOTAX and IRS approvals. The clearance submitted with this RFP is not acceptable for final payment purposes. The contractor must obtain a new tax clearance from DOTAX and IRS, and it must be an original.

Section 103-10, HRS, provides that the State shall have thirty (30) calendar days from receipt of the invoice or satisfactory delivery of goods or performance of services to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Further, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10 HRS, as stated.

5.25 SUBCONTRACTING

No work or services shall be subcontracted or assigned without the prior written approval of the CA. No subcontract shall under any circumstances relieve the Contractor of its obligations and liability under this contract with the State. All persons engaged in performing the work covered by the contract shall be considered employees of the Contractor.

5.26 CONTRACT MODIFICATIONS - UNANTICIPATED AMENDMENTS

During the course of this contract, the Contractor may be required to perform additional work that will be within the general scope of the initial contract. When additional work is required, the CA will provide the Contractor a written description of the additional work and request the Contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work.

Changes to the contract may be modified only by written document (contract modification) signed by the user agency, the State Procurement Office and the Contractor's personnel authorized to sign contracts on behalf of the Contractor.

The Contractor will not commence additional work until a signed contract modification has been issued.

5.27 CONTRACT STAFFING REQUIREMENTS

Key personnel, whose names and resumes are submitted in the proposal, shall not be removed from this project without prior approval of the CA. Substitute or additional personnel shall not be used for this project until a resume is received and approved.

Personnel changes that are not approved by the CA may be grounds for contract termination.

The State shall have the right, and the Contractor will comply with any request, to remove any personnel from all work on this project effective immediately upon notification by the State.

5.28 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate or void the entire contract.

5.29 INSPECTION & PROCEDURAL CHANGES - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The Contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the CA. The State may employ all reasonable means to ensure that the work is being performed in compliance with the contract.

Should the CA determine that corrections or changes are necessary in order to accomplish the contract's intent, the CA may direct the Contractor to make such changes.

Substantial failure of the Contractor to perform any provisions of the contract may cause the State to terminate the contract. In this event, the State may require the Contractor to reimburse monies paid (based on the identified portion of unacceptable work received) may seek associated damages, and relief in accordance with law.

5.30 PROTEST

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

The notice of award letter(s), if any, resulting from this solicitation shall be posted on the bulletin board between room 416 and room 420, 1151 Punchbowl Street, Honolulu, Hawaii 96813.

Any protest pursuant to §103D-701, HRS, and Sections 3-126-3 and 3-126-4, HAR, shall be submitted in writing to the Procurement Officer, SPO, 1151 Punchbowl Street, Room 416, Honolulu, Hawaii 96813 or P. O. Box 119, Honolulu, Hawaii 96810-0119.

5.31 GOVERNING LAW; COST OF LITIGATION

The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, shall be governed by the laws of the State of Hawaii. Any action at law or equity to enforce or interpret the provisions of this contract shall be brought in a state court or competent jurisdiction in Honolulu, Hawaii.

In case the State shall, without any fault on its part, be made a part to any litigation commenced by or against the Contractor in connection with this contract, the Contractor shall pay all costs and expenses incurred by or imposed on the State, including attorneys' fees.

5.32 BREACH OF CONTRACT

It is noted that any violation of the provisions of the contract, unless excused, is a breach of the contract and may be cause for termination.

Pursuant to Subchapter 2 of Chapter 126, HAR, and Section 103D, HRS, the DOH, after consultation with the attorney general and upon written determination by the CPO or designee, may suspend or debar the contractor for causes due to, but not limited to any breach of the contract.

5.33 ADDITIONS, AMENDMENTS AND CLARIFICATIONS TO THE GTC

Additions to the GTC:

Approvals. Any agreement arising out of this offer may be subject to the approval of the Department of the Attorney General as to form, and is subject to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Cancellation of Solicitations and Rejection of Offers. The solicitation may be cancelled or the offers may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in §§3-122-95 through 3-122-97, HAR.

Confidentiality of Material. All material given to or made available to the Contractor by virtue of this contract, which is identified as proprietary or confidential information, will be safeguarded by the CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of the STATE.

All information, data, or other material provided by the Offeror or the Contractor to the State shall be subject to the Uniform Information Practices Act, chapter 92F, HRS. The Offeror shall designate in writing to the Procurement Officer those portions of its unpriced offer or any subsequent submittal that are trade secrets or other proprietary data that the Offeror desires to remain confidential, subject to §3-122-58, HAR, in the case of an RFP, or §3-122-30, HAR, in the case of an IFB. The Offeror shall state in its written communication to the Procurement Officer, the reason(s) for designating the material as confidential, for example, trade secrets. The Offeror shall submit the material designated as confidential in such manner that the material is readily separable from the offer in order to facilitate inspection of the non-confidential portion of the offer.

Price is not confidential and will not be withheld. In addition, in the case of an IFB, makes and models, catalogue numbers of items offered, deliveries, and terms of payment shall be publicly available at the time of opening regardless of any designation to the contrary.

If a request is made to inspect the confidential material, the inspection shall be subject to written determination by the Office of the Attorney General in accordance with chapter 92F, HRS. If it is determined that the material designated as confidential is subject to disclosure, the material shall be open to public inspection, unless the Offeror protests under chapter 3-126, HAR. If the request to inspect the confidential material is denied, the decision may be appealed to the Office of Information Practices in accordance with §92F-15.5, HRS.

Nondiscrimination. No person performing work under this Agreement, including any subcontractor, employee, or agency of the Contractor, shall engage in any discrimination that is prohibited by any applicable federal, state, or county law.

Records Retention. The Contractor and any subcontractors shall maintain the books and records that relate to the Agreement and any cost or pricing data for three (3) years from the date of final payment under the Agreement.

Amendments to the GTC:

Subsection 2.1 Competency of Offeror. Paragraph one is rescinded and replaced with the following:

“Prospective Offeror must be capable of performing the work for which offers are being called. Either before or after the deadline for an offer, the purchasing agency may require Offeror to submit answers to questions regarding facilities, equipment, experience, personnel, financial status or any other factors relating to the ability of the Offeror to furnish satisfactorily the goods or services being solicited by the STATE. Any such inquiries shall be made and replied to in writing; replies shall be submitted over the signatures of the person who signs the offer. Any Offeror who refuses to answer such inquiries will be considered non-responsive.”

Subsection 2.5 Preparation of Offer. Paragraph four is rescinded and replaced with the following:

"An Offeror may submit only one offer in response to a solicitation. If an Offeror submits more than one offer in response to a solicitation, then all such offers shall be rejected. Similarly, an Offeror may submit only one offer for each line item (if any) of a solicitation. If an Offeror submits more than one offer per line item, then all offers for that line item shall be rejected."

Subsection 3.1(B) Preference for Hawaii Products. GTC §3.1(B), paragraphs one and two only are rescinded and replaced with the following: "A purchasing agency shall review all specifications in a bid or proposal for purchase from the Hawaii products (HP) list where these products are available; provided that the products: Meet the minimum specifications and the selling price f.o.b. jobsite; unloaded, including applicable general excise tax and use tax, does not exceed the lowest delivered price in Hawaii f.o.b. jobsite; and unloaded, including applicable general excise tax and use tax, does not exceed the lowest delivered price of a similar non-HP by more than: three per cent where class I HP are involved; five per cent where class II HP are involved; or ten per cent where class III HP are involved."

All persons submitting bids or proposals to claim HP preference shall designate in their bids which individual product and its price is to be supplied as a HP.

Where a bid or proposal contains both Hawaii and non-HP, then for the purpose of selecting the lowest bid or purchase price only, the price bid or offered for a HP item shall be decreased by subtracting therefrom: three per cent, five per cent, or ten per cent for the class I, class II, or class III HP items bid or offered, respectively. The lowest total bid or proposal, taking the preference into consideration, shall be awarded the contract unless the bid or offer provides for additional award criteria. The contract amount of any contract awarded, however, shall be the amount of the bid or price offered, exclusive of the preferences."

Clarifications to the GTC:

Subsection 2.8 Certification of Offeror Concerning Wages, Hours and Working Conditions of Employees Supplying Services. Section 103-55, HRS, amended by Act 149, SLH 1999, now applies to service contracts in excess of \$25,000 and also excludes professional personnel.

GTCs Not Applicable. Subsections 2.11 and 2.14 of the GTC that apply specifically to the RFP method of source selection are not applicable to IFBs. Also subsections 2.10 and 2.13 that apply specifically to the IFB method of source selection are not applicable to RFPs.

SECTION SIX

ATTACHMENTS/EXHIBITS

6.01 ATTACHMENTS

1. Offer Form, Page OF-1
(This form must be completed, signed, and included with the original and all copies of the RFP submittal package.)
2. Proposal Checklist
3. CERTIFICATION OF COMPLIANCE FOR FINAL PAYMENT
(This form shall be completed by Contractor at the end of the contract period and submitted with invoice for final payment.)

6.02 EXHIBITS

- A. Table of Contents
- B. Budget Form(s)
- C. Evaluation Score Sheet

12/10/01

SERVICES TO DEVELOP, IMPLEMENT AND EVALUATE
IMMUNIZATION PUBLIC EDUCATION CAMPAIGNS
DEPARTMENT OF HEALTH, DISEASE CONTROL DIVISION,
HAWAII IMMUNIZATION BRANCH
RFP-05-014-SW

Procurement Officer
State Procurement Office
State of Hawaii
Honolulu, Hawaii 96813

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Terms and Conditions, dated September 1, 1995, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: **(Check ☒ one only)**

- ☐ A **Hawaii business** incorporated or organized under the laws of the State of Hawaii;
OR
☐ A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.

State of incorporation: _____

Offeror is:

- ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture
☐ Other _____

Federal I.D. No.: _____

Hawaii General Excise Tax License I.D. No.: _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Date: _____
Respectfully submitted:
(x) _____
Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

Name and Title (Please Type or Print)

*

Exact Legal Name of Company (Offeror)

*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

PROPOSAL CHECKLIST

The proposal shall include:

- ☐ Transmittal letter
- ☐ The complete name and address of Offeror's firm and the name, mailing address and telephone and tax number (s) of the person the State should contact regarding the Offeror's proposal.
- ☐ Sections that follow the exact format using all titles, subtitles, numbering, with tabs separating each section.
- ☐ RFP identification information on the top right hand corner of each page.
- ☐ Consecutive page numbering.
- ☐ Complete responses for each item unless otherwise noted.
- ☐ Applicants are encouraged to take the Proposal Evaluation points into considering when completing the proposal.

CERTIFICATION OF COMPLIANCE FOR FINAL PAYMENT
(Reference §3-122-112, HAR)

Article I.
Article II.

Article III.
Section 3.01

Reference: _____
(Contract Number) _____ (IFB/RFP Number)

_____ affirms it is in
(Company Name)
compliance with all laws, as applicable, governing doing business in the State of Hawaii to include the following:

1. Chapter 383, HRS, Hawaii Employment Security Law – Unemployment Insurance;
2. Chapter 386, HRS, Worker's Compensation Law;
3. Chapter 392, HRS, Temporary Disability Insurance;
4. Chapter 393, HRS, Prepaid Health Care Act; and

maintains a "Certificate of Good Standing" from the Department of Commerce and Consumer Affairs, Business Registration Division.

Moreover, _____
(Company Name)
acknowledges that making a false statement shall cause its suspension and may cause its debarment from future awards of contracts.

Signature: _____

Print Name: _____

Title: _____

Date: _____

TABLE OF CONTENTS

1. Table of Contents
 - a. See Attachment 1, Offer Form, OF-1
2. Background and Summary
3. Experience and Capability
4. Personnel: Project Organization and Staffing
5. Service Delivery
6. Financial
7. Other
8. Price Offer

Note: Amounts in BOLD print have been billed

Hawaii Immunization Program

September 15, 2003 - September 14, 2004 Proposed Budget

Agency	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	TOTAL
Agency Fees (Includes: account service, creative service, media planning, websites)	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Partnerships (Monies Available) Website														##### \$18.81
Creative Subtotal	\$0.00	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
At Risk Flu Initiative	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Total
Media	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
TV Production	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Other:														
Research/Omnibus														\$3,000.00
Cards/Posters/Postage														\$4,799.35
Press Conference/Press Kits														\$390.74
Language translations (posters)														\$0.00
Copies of News Coverage														\$74.12
Available Monies Remaining														\$766.17
ATRisk Subtotal	#####	#####	#####	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	#####
HepB Initiative	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	TOTAL
Media														
Radio														
TV (PSAs)										\$3,900.00	\$3,900.00			\$7,800.00
Other:														\$0.00
Update TV Spot														\$94.00
Research/Omnibus														\$0.00
Promotional Items														\$0.00
Cards/Posters/Postage														\$0.00
Available Monies Remaining (not allocated to At-Risk Flu 04-05)										\$5,900.00				\$5,900.00
HepB Subtotal	\$0.00	\$0.00	\$94.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	#####
VAX to School Initiative	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	TOTAL
Media														
TV														
Radio							#####	#####						#####
Other:										\$5,000.00				\$5,000.00
Incentives														\$2,448.61
3 Packets to Schools/Postage														\$613.68
Vax Letterhead/Envelopes														\$711.78
Provider Letters														\$385.25
TV Spot Dubs														\$535.31
Talent Fees														\$0.00
Available Monies Remaining														\$2,402.83
Vax to School Subtotal					\$0.00	\$0.00	#####	#####				\$0.00	\$0.00	#####
Keiki Initiative	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	TOTAL
Media														
TV														
Other:										#####				#####
Counter Cards														\$1,980.37
TV Revision/MG/TV Dubs										\$1,980.37				\$517.66
Targeted strategies														\$1,379.41
Available Monies Remaining														\$4,529.08
Keiki Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				#####		\$0.00	\$0.00	#####
At Risk Flu Initiative 2004-2005	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	TOTAL
TV Production:														
Revise TV Spot														\$2,500.00
TV Dubs														\$500.00
Talent Fee														\$600.00
Original Print Material														\$5,000.00
Fight the Flu Poster = 2000 Qty:														
Revise Posters (printing and mailing to partners and providers)														
Counter Cards* = 2,000 Qty:														
Revise Counter Cards (printing and mailing to partners)														
Postcards* = 2,000 Qty:														
Revise Postcards (printing and mailing to partners)														
New Print Material														\$6,000.00
Cover your Cough Posters** = 4,000 Qty:														
Printing and mailing to providers and schools														
Provider Packet = Printing 1800 Qty of the below items:														
coverletter (1 page) + respiratory guidelines (2 pages)														
School Packet = Printing 800 Qty of the below items:														
coverletter (1 page) + preventing spread of flu guidelines (2 pages)														
ATRisk Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		#####	\$0.00	#####
PCF Billing Sub Totals	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Media Billing Sub Totals	\$0.00	#####	#####	\$0.00	\$0.00	\$0.00	#####	#####	\$0.00	#####	\$3,900.00	\$0.00	\$0.00	#####
Sub Totals (Includes PCF and Media Billing)	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
G.E. Tax (4.166%) (No tax calculated on Media)														
GRAND TOTALS	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
PCF Virtual Amounts Billed through 6/30/04	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
Remaining Contract Amount (\$200,000)	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####

MMM 6/30/04

IMMUNIZATION PUBLIC EDUCATION CAMPAIGN

RFP No. RFP-05-014-SW

Evaluator: _____

Date _____

Offeror / Applicant: _____

<p>Priority List</p> <p>_____ Acceptable</p> <p>_____ Potentially Acceptable</p> <p>_____ Unacceptable</p> <p style="text-align: right;">COMMENTS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">SCORE</p> <p>Category 1 _____</p> <p>Category 2 _____</p> <p>Category 3 _____</p> <p>Category 4 _____</p> <p>Total Score: _____</p>
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Article IV. Evaluation Categories		Rating		
1. Experience & Qualifications of Offeror		Maximum Points	Score	Comments
An assessment of the Offeror's experience, reputation, personnel resources, and financial stability, will include the following:				
<ul style="list-style-type: none"> Knowledge, skills, and abilities related to the delivery of the proposed service activities and of the Offeror's broad range of expertise and relevant experience. 		10		
<ul style="list-style-type: none"> Staffing capacity and capability, commitment to develop, implement, coordinate, and evaluate the scope of work, and to coordinate with other agencies and community resources. 		10		
Sub Total <u>20</u> _____				

Article V. Evaluation Categories	Rating		
2. Proposed Approach The proposal will be evaluated on:	i)	Score	Comments
<ul style="list-style-type: none"> The Offeror's understanding of the purpose, scope, goals, objectives of the public education campaign(s). The Offeror's thorough description of how the organization and the proposed activities will assist in achieving the goals of the public education campaign(s) within the term of the contract period. 	10		
<ul style="list-style-type: none"> Extent to which the proposed educational / awareness activities incorporate or demonstrate practice based on sound theoretical approach in the design and implementation of the campaign components. The Offeror's thorough description of activities and collateral materials, including incentives, for targeted individuals. 	10		
<ul style="list-style-type: none"> The Offeror's thorough description of proposed service activities demonstrating cultural and age factors targeting parents, caregivers, individuals receiving vaccinations, support services personnel, and other related professions as appropriate to a proposed campaign. The Offeror shall describe its activities to implement a statewide campaign(s), including its mechanisms to identify and address existing barriers. 	10		
<ul style="list-style-type: none"> Demonstration of an overall plan to govern how the campaign will be managed and implemented. The overall project work 			

plan and timeline describes the essential tasks of the proposed project components and identifies the responsible person(s) and the logical sequence of events to implement the project.	10		
Sub Total <u>40</u> _____			
Article VI. Evaluation Categories	Rating		
3. Evaluation Process The Offeror:	i)	Score	Comments
<ul style="list-style-type: none"> Describes sufficient quality assurance and evaluation methodology for the proposed campaign(s). 	10		
<ul style="list-style-type: none"> Describes proposed measures or instruments for measuring outcomes. 	10		
Sub Total <u>20</u> _____			

Article VII. Evaluation Categories	Rating		
4. Cost Proposal The State will review the narrative budget justification and pricing information and evaluate the applicant's cost proposal and budget expenditure plan that shall include:	i)	Score	Comments
<ul style="list-style-type: none"> Degree to which the cost proposal and budget expenditure plan demonstrates support of the proposed work plan and requirements of the RFP. 	10		
<ul style="list-style-type: none"> Degree of competitiveness, reasonableness, and appropriateness of the cost proposal to reflect Offeror's effort to meet requirements of the RFP and the goals and objectives of the HIP public education campaign. 	10		
<div>Sub Total <u>20</u> _____</div>			

TOTAL: _____